

VIRGINIA DEPARTMENT OF EDUCATION



Instructions for Completing the School & Staff Administration Data Collection

2004-2005 School Year

School and Staff Administration Data Collection

2004-2005 School Year

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Instructions for Completing the School and Staff Administration Data Collection

Overview

School and Staff Administration data collection using the web form includes updates to the following information for the 2004-2005 school year:

- School division address, phone information and school year calendar
- Division superintendent or agency administrator
- Paired schools
- Institution (school) and address, phone, grade, administrative type, operation status, and annex information
- School principal
- Focus areas (program categories)
- School division staff information
- School division contact information
- School year calendar

Updates must be completed using the web-based form and must be completed by **August 1, 2004.**

The web-based form allows updates to the information for schools that are recorded in the Department of Education (DOE) database. Updates to institution information such as low grade and high grades, institution administration type, school accreditation type and operation status are only permitted during July and August. This information is used to establish the organization of institutions for the school year.

The following updates require completion of the "Request to Open/Close a School" form and assignment of a school number prior to making any updates through the web-based form:

- Adding new institutions (schools, centers, or programs),
- Closing institutions, or
- Updating the low/high grades of an institution that results in a change in the administration type.

Data Administration will then assign a school number and add the new school to the database so the other information can then be updated through the web-based form.

Updates to your information will be reflected on the following day in the Virginia Educational Directory on the Department of Education's Web site.

Upon completion of updates and final review, a school and staff administration verification report can be accessed from the Web form. The report must be printed and signed by the

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division superintendent, or authorized designee, and returned to the Department of Education on or before August 15, 2004. Additional changes to the data for the 2004-2005 school year should be made throughout the year as they occur using the web-based form. **However, no changes that will be effective for the 2004-2005 school year should be made until after July 1, 2004.**

Updates to your information will be reflected on the following day in the Virginia Educational Directory on the Department of Education's Web site.

Instructions for Updating the School and Staff Administration Data Collection

Clearing Cache

Prior to logging in to the web-based form for updating school and staff information, you should set the browser so it clears memory and disk caching. Instructions follow for both Internet Explorer and Netscape.

If the Internet browser is **Internet Explorer**, select **Tools** from the browser's tool bar (see Figure 1). From the dropdown box select **Internet Options**.



Figure 1. Internet Explorer Tools Menu

From the Internet Options window, select **Setting** in the Temporary Internet files (Figure 2).

Click on "Every visit to the page" to set the browser so the latest version of the page is always displayed (Figure 3).

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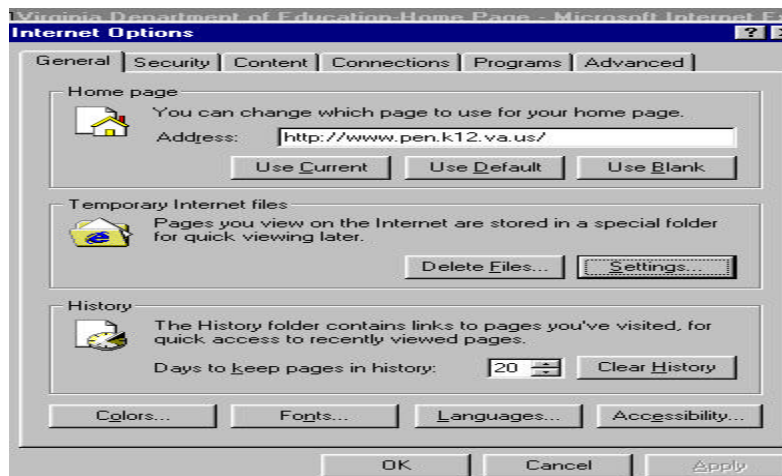


Figure 2. Internet Explorer Options

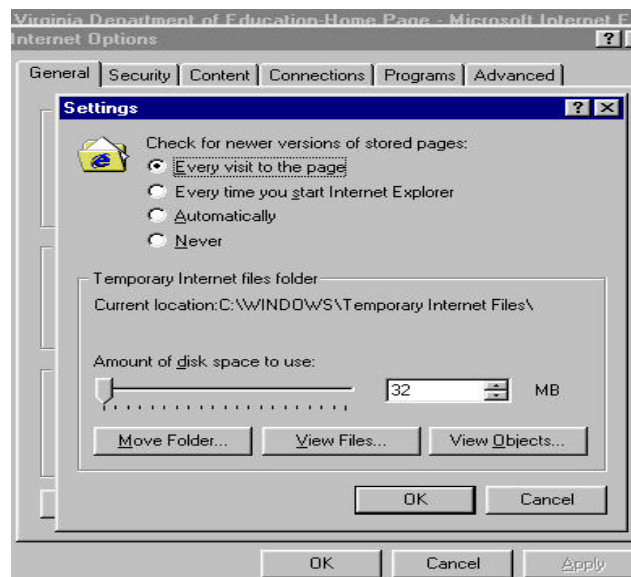


Figure 3. Internet Explorer Page Version Setting

If the Internet browser is **Netscape**, select **Edit** from the menu and then click on **Preferences** as illustrated in Figure 4.

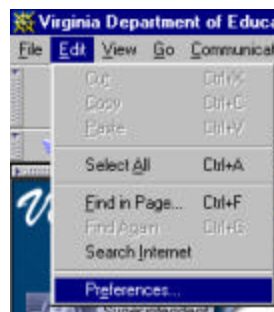


Figure 4. Netscape Edit Menu

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In the list of categories on the preferences box, click on the plus sign (+) beside **Advanced** to see the subgroup of categories. Click on **Cache** to see the cache options. Click on the buttons “**Clear Memory Cache**” and “**Clear Disk Cache**” to ensure that the most recent version of the form is showing (Figure 5).

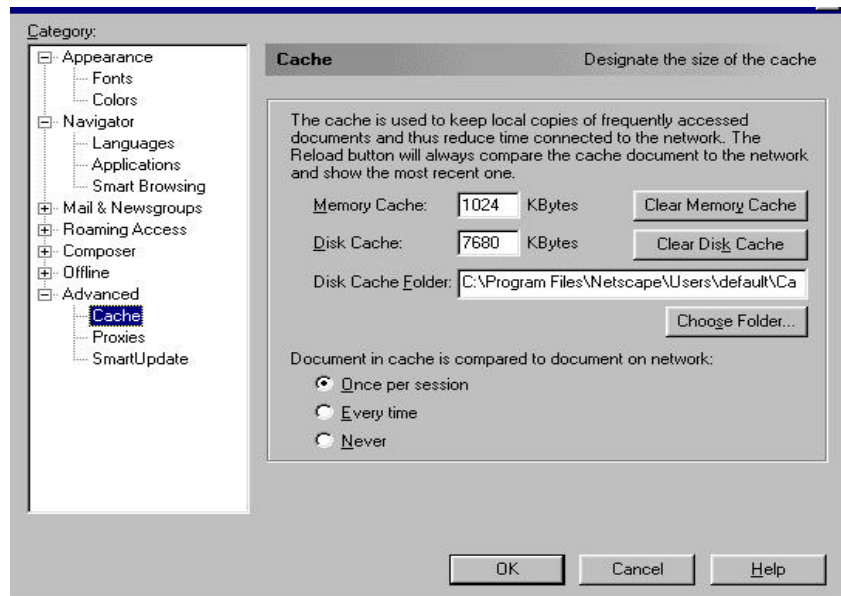


Figure 5. Netscape Cache Preferences

Accessing Single Sign-On for Web Systems

The initial screen for accessing the school and staff administration input screen will be the login screen for the Single Sign-On for Web Systems (SSWS). Each system has security based on user names and passwords and runs on a secure Web-server, which protects data as it is transmitted over the Internet. To simplify the process for school divisions where a single individual may have the responsibility for submitting data for many data collections, the SSWS will enable individuals to sign-on to all applicable Web submissions using the same user name and password.

The SSWS can be accessed from the Virginia Department of Education's Web site at <http://www.pen.k12.va.us> by selecting “Reports” at the top of the homepage or “Data and Publications” at the bottom of the page. Then select “School and Staff Administration Data Collection 2004-2005.” The complete address for accessing web-based form is <http://www.pen.k12.va.us/VDOE/Publications/ADMN/datacoll/coll.htm>. Click on the **Web Form** link and you will be prompted for a **user name** and **password** (Figure 6).

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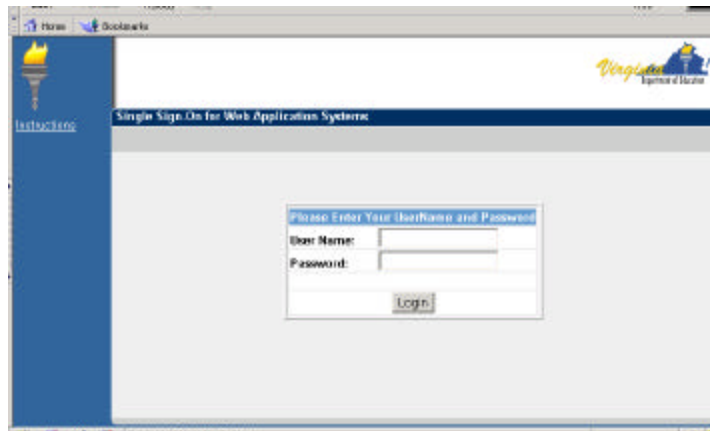


Figure 6. Login Screen

If you have entered any incorrect login information, the message “Login Incorrect” will appear on the screen (Figure 7).



Figure 7. Incorrect Login Screen

Accessing the DOE School and Staff Administration Web-based Form

If the Internet browser is a version of Netscape lower than 6.2, error messages will be encountered when saving updates to the School and Staff Administration Web-based form.

Once you are logged into the Single Sign-on Web Application, you will see a listing of all applications that you have access to (Figure 8). Click on “School and Staff Administration” to access the Web-based form that allows you to update information for the School and Staff Administration Data Collection.



Figure 8. Applications that User Can Access

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The SSWS application allows users to change their own passwords. Click on the “Click Here to Change Your Password” link and a screen will appear that requests your old password and a new password (Figure 9). All passwords will appear as asterisks (*****). **The password must be at least eight characters, contain at least one non-alphabetic character, and be different from the user name.** Type in your old and new password information.

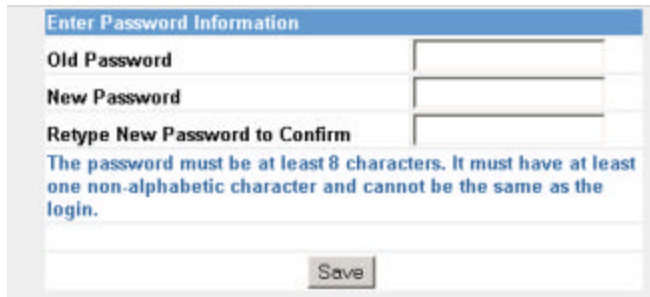


Figure 9. Changing Password

Following each attempt to update your password, you will get a message that lets you know the results. If the password update was successful “Password has been updated” will appear and you should click on “Click Here to Continue” to return to the listing of applications.

If the password update was not successful, you will get a message such as “The new password cannot be the same as the old password, please try again” or “You have entered an invalid existing password, please try again” to notify you that the password needs to be entered again. You should click on “Click Here to Continue” and go back and enter the old and new password information.

Once you are logged into the School and Staff Administration Data Collection, the School Division data will appear on the screen. The school division number and name will appear in the heading. A menu is provided on the left-hand side of the screen and lists the following options: School Division, Institution (school), Staff, Verification Report, Instructions, VDOE Sign-on Home, and Log Out.

Updates to the data on the screens can be done by clicking in the appropriate field and using the arrow/backspace keys to delete the existing data and typing the updated information or by highlighting the information in the appropriate field and then typing the updated information. A **Save** button is provided on all screens except the Focus Areas page and must be clicked in order to save any changes. Once the **Save** button has been clicked, the changes are saved to the database. The **Reset** button allows you to go back to the original data that were on the screen before you began entering changes, **provided you have NOT clicked the Save button.**

In Netscape version 6, when clicking the **Save** button for updates, a Confirm Message Box will appear that asks “**Do you want to member the values you filled in?**” If you click on **YES**, the updates will be saved and the Confirm Message Box will continue to appear when updates to other fields are done on the screen. If you click on **NEVER FOR THIS SITE**, the updates will be saved and the Confirm Message Box will no longer appear for other updates on

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the screen. If you click on **NO**, the updates will not be saved and the Confirm Message Box will continue to appear when updates to other fields are done on the screen. The Confirm Message Box does not appear in versions of Netscape lower than 6.0.

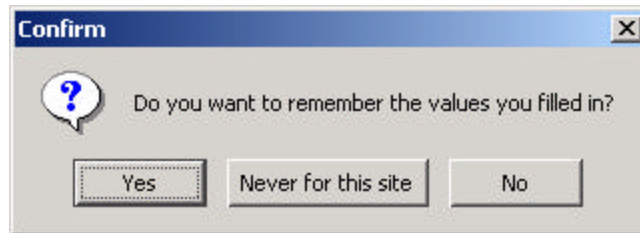


Figure 10. Confirm Message Box

School Division Update Information

Click on the **School Division** menu option (found on the left side of the screen) to select the appropriate screens to update the school division information. Screen tabs provided are EA (school division) Details, EA Admin (school division superintendent or agency administrator), Calendar and Paired Schools, and Triennial Census.

EA (School Division) Details Screen

The screen provides the opportunity to update data on the school division. It is populated with the division name, the education agency (division) type, regional group information, operation status, telephone, fax numbers and address information as they currently appear in the Department of Education database.

A screenshot of a Netscape browser window displaying the 'EA Details' screen for 'Accomack County Public Schools'. The browser's address bar shows the URL 'https://eb01.wk12ed.edu/schid/com/ndoe/school/common/jsp/DivisionDetailTabContainer.jsp'. The page has a blue header with 'School and Staff Administration' and '001 - ACCOMACK CO PBLC SCHS'. Below the header is a navigation bar with tabs: 'School Division', 'EA Details', 'EA Admin', 'Calendar', 'Paired Schools', and 'Triennial Census'. The 'School Division' tab is selected. On the left side, there is a vertical menu with links: 'School Division', 'Institution', 'Staff', 'Instructions', 'VDOE Sign-On', 'Home', and 'Log Out'. The main content area contains a form with the following fields: 'Name: Accomack County Public Schools Ed Agency Type: REG LOCAL', 'Regional Group: REGIONAL STUDY GROUP NO. 1 Operation Status: Open', 'Area Code: 757 Phone Number: 7575754 Area Code: 757 Fax Number: 7572951', 'Mailing Address 1: PO Box 330 City: Accomack', 'Address 2: State: VA Zip: 23001', 'Street Address 1: 23296 Courthouse Ave City: Accomack', 'Address 2: State: VA Zip: 23001'. At the bottom of the form are 'Save' and 'Reset' buttons, and a link that says 'Click here if mailing address is the same as street address'.

Figure 11. EA Details Screen

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The school divisions of Bedford City and Fairfax City who contract with other school divisions in the reporting of school information should only update the information for their school division on the EA Details, the EA Admin and the Calendar screens.

Data that can be updated for the school division are the telephone, fax numbers and the address information. **YOU MUST CLICK ON THE Save BUTTON** to save any changes that have made. Clicking on the **Reset** button will cancel any changes, provided you have not clicked the **Save** button.

The screen does provide error checks to ensure valid data such as numeric data for phone and fax information. When you click on the **Save** button, a link displaying the text 'Click here to continue' will display. You will automatically be redirected back to the EA Details screen that will display the updated information.

Address Information

The mailing address, the primary address to which mail is delivered, and the street or delivery address, used for the delivery of goods that are maintained in the Department's database are provided. If the address for both the mailing and street are the same in the DOE database, only the street address is displayed on the screen. If the two addresses are different, each address is displayed separately on the screen.

If updates are necessary for the address information, the following procedures should be followed:

Highlight the address that needs to be changed and type in the changes, click the **Save** button. A link displaying the text 'Click here to continue' will display. You will automatically be returned to the detail screen with the updated changes.

Click on the button "**Click here if mailing address is the same as street address**" if different addresses are displayed on the screen but the update should reflect that both the mailing and street addresses are the same. A link displaying the text 'Click here to continue' will display. You will automatically be redirected back to the EA Details screen and only the street address is displayed.

Click on the button "**Click to add mailing address if different from street address**" if only the street address is displayed on the screen and you need to update the file to add a different mailing address. You will automatically be redirected back to an EA Details screen that includes the street address information in both the street and mailing addresses. Update the data to show the correct mailing address, and click on the **Save** button to save the updated information.

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EA Admin (School Division Superintendent or Agency Administrator) Screen

The screen provides pre-populated information as it currently appears in the DOE database.

The screenshot shows a Netscape browser window displaying the 'EA Admin' screen. The browser's address bar shows the URL: <https://sbd01.vsk12ed.edu/schid/comm/ydoes/school/comm/ov/isp/DistrictOfficeTabContainer.jsp>. The page title is 'School and Staff Administration'. The browser's menu bar includes File, Edit, View, Go, Communicator, and Help. The toolbar includes Back, Forward, Reload, Home, Search, Netscape, Print, Security, Shop, and Stop. The browser's status bar shows 'Document Done'. The page content includes a header with 'School and Staff Administration' and '001 - ACCOMACK CO PBLC SCHS'. Below the header is a navigation bar with tabs: School Division, EA Details, EA Admin, Calendar, Paired Schools, and Triennial Census. The main content area is a form for updating EA Admin information. The form fields are: Name Prefix (Mr.), First Name (J.), Middle Name (Richard), Last Name (Bull), Name Suffix (Jr.), Job Title (Superintendent), Area Code (757), Phone Number (7675754), Area Code (757), Fax Number (7672951), and Email Address (div001@pen.k12.va.us). There are 'Save', 'Delete', and 'Reset' buttons at the bottom of the form. The left sidebar contains links for School Division, Institution, Staff, Instructions, VDOE Sign-On, Home, and Log Out. The top navigation bar includes School Division, EA Details, EA Admin, Calendar, Paired Schools, and Triennial Census.

Figure 12. EA Admin Screen

Updates can be made to the superintendent or agency administrator data that currently exists in the database or new information (name prefix, first name, middle name, last name, name suffix, job title, phone, fax number and email address) can be inserted. Down arrows are provided for the name prefix and suffix fields to select the appropriate data. Click on the **Save** button to save the updated information. Clicking on the **Reset** button will cancel any changes, provided you have not clicked the **Save** button.

Updating Existing EA Admin Information

Click in the appropriate field and update the information. Click on the **Save** button to save the updated information. Clicking on the **Reset** button will cancel any changes, provided you have not clicked the **Save** button.

Vacant EA Admin Information

If the superintendent or agency administrator position is currently vacant, you must delete the existing information by clicking on the **Delete** button. A screen will automatically be displayed with the message, "The Superintendent Position is currently VACANT." When the new information is available, click on the Superintendent tab to return to the superintendent

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screen. The screen will display the message, “The Superintendent Position is currently VACANT.” Click on the **Insert** button and enter the data for the new superintendent in the appropriate fields. Click on the **Save** button to save the updated information. Clicking on the **Reset** button will cancel any changes, provided you have not clicked the **Save** button.

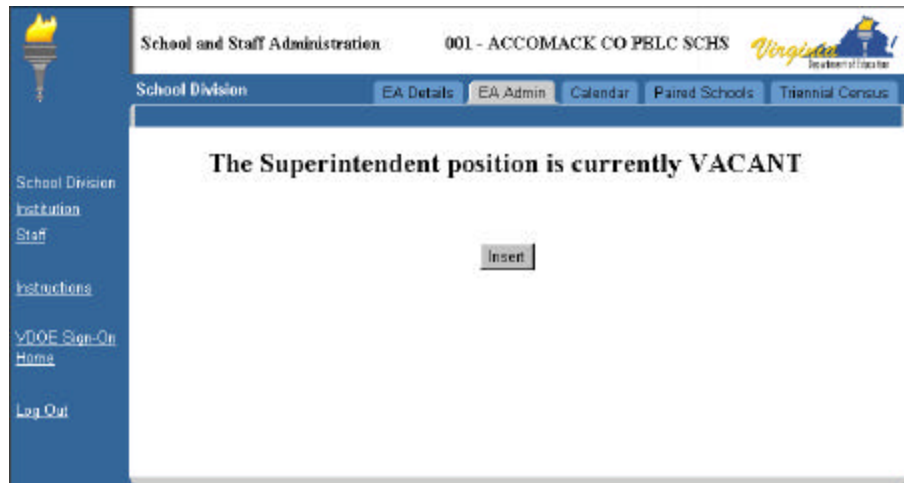
The screenshot shows a web application interface for "School and Staff Administration". The top header includes the title "001 - ACCOMACK CO PELC SCHS" and the Virginia Department of Education logo. A navigation bar contains tabs for "School Division", "EA Details", "EA Admin", "Calendar", "Paired Schools", and "Triennial Census". On the left, a vertical menu lists "School Division", "Institution", "Staff", "Instructions", "VDOE Sign-On", "Home", and "Log Out". The main content area displays the message "The Superintendent position is currently VACANT" in a large, bold font, with a single "Insert" button centered below it.

Figure 13. Vacant Superintendent Screen

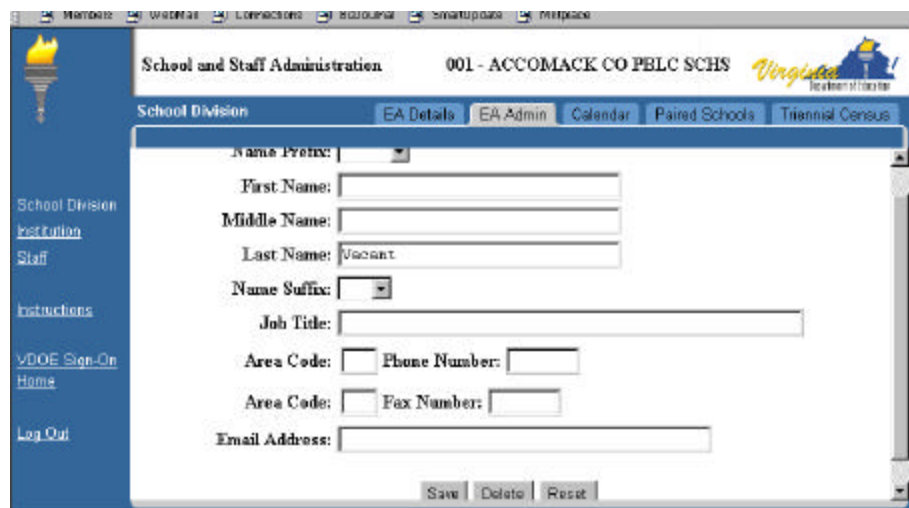
This screenshot shows the "Superintendent Insert Screen" within the same web application. The layout is consistent with Figure 13. The main content area contains a form for entering superintendent information. The fields include: "Name Prefix" (a dropdown menu), "First Name" (text input), "Middle Name" (text input), "Last Name" (text input, currently containing "Vacant"), "Name Suffix" (a dropdown menu), "Job Title" (text input), "Area Code" and "Phone Number" (two text inputs), "Area Code" and "Fax Number" (two text inputs), and "Email Address" (text input). At the bottom of the form are three buttons: "Save", "Delete", and "Reset".

Figure 14. Superintendent Insert Screen

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Calendar Screen

This information will help in answering questions from the General Assembly and others throughout the year as well as assisting in the planning dates for assessment activities. Updates of dates needed because of inclement weather or other circumstances can be done using the web-based form.

The screenshot shows a web application interface for the Virginia Department of Education. The title bar reads "School and Staff Administration" and "001 - ACCOMACK CO PBLC SCHS". The left sidebar contains links: "School Division", "Institution", "Staff", "Instructions", "VDOE Sign-On", "Home", and "Log Out". The main content area has tabs for "EA Details", "EA Admin", "Calendar", "Paired Schools", and "Triennial Census". The "Calendar" tab is active, showing the "School Year: 2002 - 2003". The form includes the following fields: "Total Days Planned:" with a text input; "Summer School Offered?" with radio buttons for "Y" and "N"; a red text message "Date Formats are YYYY-MM-DD"; "Opening Date:" with a date picker; "Winter Break Begins:" and "To:" with date pickers; "Second Semester Begins:" with a date picker; "Spring Break Begins:" and "To:" with date pickers; and "Closing Date:" with a date picker. At the bottom are "Save" and "Reset" buttons.

Figure 15. Calendar Screen

In the Total Days Planned field, insert the total number of days planned for the 2004-2005 school session. For the Summer School Offered field, click either Y (Yes) or N (No). For all date fields, you can insert the date but the format must be a four-digit year, month and day (i.e., YYYY-MM-DD). A message is provided on the screen of the date format. You can use the dropdown calendars to select the appropriate date. Click on the dropdown calendar for each date field to display the calendar, and then select the appropriate month, day and year. Click on the **Save** button to save the information. Clicking on the **Reset** button will cancel any changes, provided you have not clicked the **Save** button.

The following edit checks have been incorporated for the dates:

- The Opening Date must be the earliest date specified on the page
- The Winter Break Begins Date must fall after the Opening Date
- The Winter Break To Date must fall after the Winter Break Begins Date
- The Spring Break Begins Date must fall after the Second Semester Begins Date
- The Spring Break To Date must fall after the Spring Break Begins Date
- The Closing Date must fall after the Spring Break To Date

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Paired Schools Screen

An institution that does not offer a grade that is tested in the Standards of Learning (SOL) assessment program or offer courses that require an end-of-course SOL test must be paired with another institution that does offer the appropriate testing grade or course. The paired schools screen provides the opportunity to assign a institution(s) that does not offer SOL tests with an institution that does offer SOL tests. Click on the **Assign button** by the first school that needs to be paired.

School and Staff Administration 001 - ACCOMACK CO PBLC SCHS

School Division EA Details EA Admin Calendar Paired Schools Triennial Census

A school that does not house a grade that is tested in the Standards of Learning (SOL) assessment program or offer courses that require an end-of-course SOL test must be paired with another school with which it has a feeder relationship and a grade to be tested.

Schools that do not offer SOL tests	Paired School that offers SOL tests	Assign
220 - ACCOMAC PRIMARY RG-02	600 - REGOTANK ELEMENTARY PR-05	Assign

Figure 16. Assign a Paired School Screen

Click on the **Select button** to select a school from the listing of schools that the school listed at the top of the screen needs to be paired with. Once the school has been selected, click on the Return to Paired School List to return to the assign paired school screen.

School and Staff Administration 001 - ACCOMACK CO PBLC SCHS

School Division EA Details EA Admin Calendar Paired Schools Triennial Census

[Return to Paired School List](#)

Please select a Paired School for school: 220 - ACCOMAC PRIMARY

School Number	School Name	Low Grade	High Grade	Select
701	ACCAWMACKE ELEM	PK	05	Select
150	BLOXOM PRIMARY	EG	03	Select
80	CHINCOTEAGUE ELEM	PK	05	Select
600	REGOTANK ELEMENTARY	PK	05	Select
702	METOMPKIN ELEM	PK	05	Select
590	PUNGOTEAGUE ELEMENTARY	PK	05	Select
530	TANGER COMB.	EG	12	Select

Figure 17. Select Paired School Screen

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Triennial Census Screen

The Triennial Census is not being conducted during the 2004-2005 school year. The screen displays the message **“The Triennial Census is conducted every three years and it is not required for this school year.”**

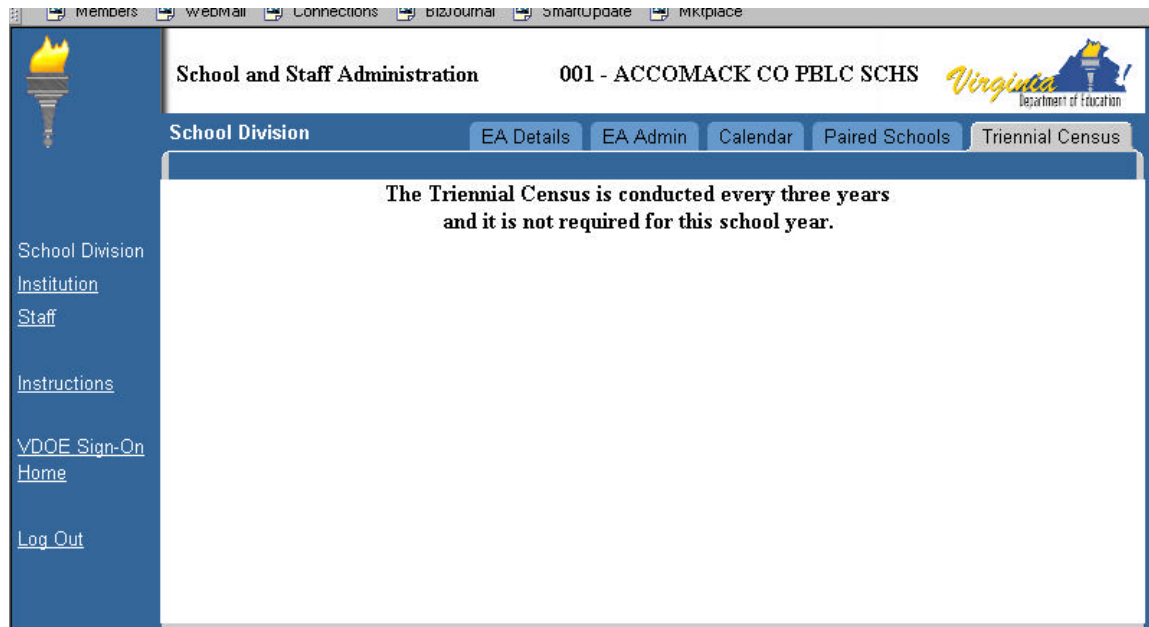


Figure 18. Triennial Census Screen

Institution Update Information

The institution details screen will provide a listing and information on all opened and closed institutions (schools) and annexes as listed in the Department's database. Information for all institutions should be reviewed since the status of an institution may change from year to year (i.e. the institution's operational status of open for one year and closed for another). If changes are not necessary for any institution or annex, no action is required.

A drop-down list is provided to select a particular institution. Using the down arrow, select the appropriate institution. Click on the **Show Details** button. This will display the following information: the institution name, the Department of Education (DOE) institution number, the NCES (National Center for Education Statistics) number, the DOE accreditation type, class schedule, low grade, high grade, institution administration type, operation status, year round flag, SOL test offered flag, the administration institution number, year round approval date, phone number and address as they currently appear in the Department database.

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The screenshot shows the 'Institution Update Screen' for 'LUTHER P. JACKSON MIDDLE'. The interface includes a left sidebar with navigation links: School Division, Institution, Staff, Instructions, VDOE Sign-On, Home, and Log Out. The main content area displays the institution's details and update fields. At the top, it shows 'School and Staff Administration' and '090 - SURRY CO PBLC SCHS'. Below this, a dropdown menu lists 'LUTHER P. JACKSON MIDDLE', 'SURRY COUNTY HIGH', and 'SURRY ELEM.'. A 'Show Details' button is next to the dropdown. The institution's details are listed: 'Institution: 30 LUTHER P. JACKSON MIDDLE', 'Nces Institution Num: 1201', 'Accred Type: Prov Accred-NI', 'Low Grade: 05', 'High Grade: 08', and 'Operation Status: Open'. The 'Institution Admin Type' is 'Public school - Regular', and the 'Admin Institution Num.' field is empty. There are radio buttons for 'SOL Test' (Y/N) and 'Year Round' (Y/N). The 'Year Round Approval Date' field has a calendar icon. The 'Area Code' is '757' and the 'Phone Number' is '2672810'. The 'Class Schedule Configuration' is set to '7 period'. The 'Address' field is '4255 New Design Rd', the 'City' is 'Dendron', the 'State' is 'VA', and the 'Zip' is '23839 - 2212'. At the bottom, there are 'Save' and 'Reset' buttons, and a link to 'Click to add mailing address if different from street address'.

Figure 19. Institution Update Screen

The administration institution number field is used to provide the DOE institution number for the parent school of the annex. Only institutions listed as an annex should provide data in this field.

Updates for an institution should be made on all screens (the institution detail screen, the principal screen, and the focus areas screen). When the updates for an institution have been completed, return to the institution details screen to select another institution from the dropdown list and perform the updates.

Dropdown lists are also provided for the low grade, high grade, class schedule, and year round approval date fields. For the year-round flag and SOL test offered flag, click either Y (Yes) or N (No). For the year-round approval date field, you **MUST** use the dropdown calendar. Click on the down arrow to display the calendar and select the appropriate month, day and year from the calendar.

Low Grade/High Grade

The low grade and high grade reflect the lowest and highest grades in which regular day school membership is reported (e.g., PK-03, K-08, or 10-12).

Centers (vocational education, special education or alternative education) are organized for the instruction of a specific program for pupils whose official attendance records are maintained in institutions that report their membership. For centers, annexes, and closed institutions, no grade should be reported for the low and high grades. Select the NONE field in the low-grade and high-grade dropdown lists.

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Address Information

The institution's mailing address, the primary address to which mail is delivered, and the street or delivery address, used for the delivery of goods that are maintained in the Department's database are provided. If the address for both the mailing and street are the same in the DOE database, the street address is displayed on the screen. If the two addresses are different, each address is displayed separately on the screen.

If updates are necessary for the address information, the following procedures should be followed:

Highlight the address that needs to be changed and type in the changes, click the **Save** button. A link displaying the text 'Click here to continue' will display. You will automatically be returned to the detail screen with the updated changes.

Click on the button "**Click here if mailing address is the same as street address**" if different addresses are displayed on the screen but the update should reflect that both the mailing and street addresses are the same. A link displaying the text 'Click here to continue' will display. You will automatically be redirected back to the EA Details screen and only the street address is displayed.

Click on the button "**Click to add mailing address if different from street address**" if only the street address is displayed on the screen and you need to update the file to add a different mailing address. You will automatically be redirected back to an EA Details screen that includes the street address information in both the street and mailing addresses. Update the data to show the correct mailing address, and click on the **Save** button to save the updated information.

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Principal

The screen provides pre-populated information on the principal as they currently appear in our database.

The screenshot shows a web application interface for 'School and Staff Administration'. The header includes the title '090 - SURRY CO PBLC SCHS' and the Virginia Department of Education logo. A navigation bar has tabs for 'Institution', 'Institution Details', 'Principal' (which is selected), and 'Focus Areas'. The main content area is titled '30 - LUTHER P. JACKSON MIDDLE'. On the left is a sidebar with links: 'School Division', 'Institution', 'Staff', 'Instructions', 'VDOE Sign-On', 'Home', and 'Log Out'. The principal's information is displayed in a form with the following fields: 'Name Prefix' (dropdown menu showing 'Mr.'), 'First Name' (text box with 'Alvin'), 'Middle Name' (text box with 'B.'), 'Last Name' (text box with 'Wilson'), 'Name Suffix' (dropdown menu), 'Job Title' (text box with 'Principal'), and 'Email Address' (text box with 'lpjmiddle@yahoo.com'). At the bottom of the form are three buttons: 'Save', 'Delete', and 'Reset'.

Figure 20. Principal Screen

Updates should be done in the appropriate fields. Click on the down arrows for the name prefix and suffix fields to select the appropriate data. Click on the **Save** button to save the updated information.

If the principal position is currently vacant, you must delete the existing principal information by clicking on the **Delete** button. A screen will automatically be displayed with the message, "The Principal Position is currently VACANT. When the new principal information is available, return to the principal screen. The screen will display the message, "The Principal Position is currently VACANT". Click on the **Insert** button and enter the data for the new principal in the appropriate fields. Click on the **Save** button to save the updated information. Clicking on the **Reset** button will cancel any changes, provided you have not clicked the **Save** button.

School and Staff Administration Data Collection

2004-2005 School Year

The screenshot shows the 'Principal' tab selected in the 'Institution' section. The main content area displays the text 'The Principal position is currently VACANT' in a large, bold font. Below this text is a single 'Insert' button. The left sidebar contains links for 'School Division', 'Institution', 'Staff', 'Instructions', 'VDOE Sign-On', 'Home', and 'Log Out'. The top header includes the 'School and Staff Administration' title, the school code '090 - SURRY CO PBLC SCHS', and the Virginia Department of Education logo.

Figure 21. Principal Vacancy Screen

The screenshot shows the 'Principal' tab selected in the 'Institution' section. The main content area displays a form for adding a new principal. The form fields are: 'Name Prefix' (a dropdown menu), 'First Name' (a text input field), 'Middle Name' (a text input field), 'Last Name' (a text input field containing the word 'Vacant'), 'Name Suffix' (a dropdown menu), 'Job Title' (a text input field), and 'Email Address' (a text input field). Below the form fields are three buttons: 'Save', 'Delete', and 'Reset'. The left sidebar and top header are identical to the previous screenshot.

Figure 22. Principal Insert Screen

School and Staff Administration Data Collection

2004-2005 School Year

Focus Areas Screen

Focus areas or specialized programs offered in each institution are listed in the **Assigned** box as they currently appear in the Department's database. The **Available** box contains a listing of the areas/specialized programs for which DOE maintains information.

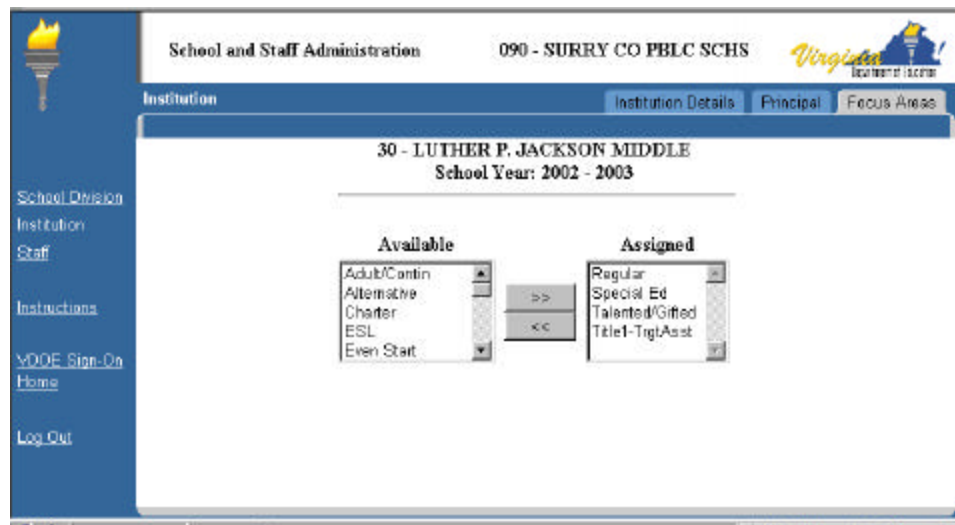


Figure 23. Focus Area Screen

Highlight the focus areas to select them. You may highlight and move one area at a time, or you can move multiples by holding either the *Shift* key or the *Control* key and then selecting the areas. Use the forward **Double Arrows** (>>) to move areas from the **Available** box to the **Assigned** box, or use the back **Double Arrows** (<<) to move information from the **Assigned** box back to the **Available** box if the area/program no longer exists in the school. The information is automatically saved when you click the double arrows to move it to the Assigned box or deleted when you move the area back to the Available box.

An institution can have one or more focus areas. **Please verify the focus area information with program coordinators, i.e. Special Education, Title I, to ensure all areas are included.**

Focus areas are:

Alternative – a school or center organized for alternative programs of instruction. (NOTE: centers will not report low and high grades)

Charter – a school providing free public elementary and/or secondary education to eligible students under a specific charter granted by the state legislature or other appropriate authority, and designated by such authority to be a charter school.

Adult/Continuing – a program of instruction provided by an adult/continuing education instructional organization for adults and youth beyond the age of compulsory school attendance.

School and Staff Administration Data Collection

2004-2005 School Year

Even Start – a program that provides family-centered education projects that help parents become full partners in the education of their children.

ESL – a program of instruction and services in which students identified as Limited English proficient are placed in regular immersion instruction for most of the school day but receive extra instruction in English for part of the day.

Head Start – a federally funded child development program that provides health; educational; nutritional; social; and other services primarily to economically disadvantaged pre-school children.

IB – (International Baccalaureate) a program established to provide an internationally recognized; interdisciplinary; pre-collegiate course of study.

Governor – a school established through the organizational concept of creating a Community of Learners that serves gifted high school students who meet specific admissions criteria for advanced educational opportunities in science, mathematics and technology.

Migrant – a program of instruction and services for those children who move periodically with their families from one school to another in a different geographical area in order that a parent/family member may secure seasonal employment.

Pre-School Child Care – a **school-operated** program that provides custodial care of pre-school students enrolled in a school or system before school day starts and/or after a school day ends.

Special Education – a service especially designed and at no cost to the parent/guardian that adapts the curriculum; materials; or instruction for students identified as needing special education.

School Age – a **school-operated** program that provides custodial care of school-age students enrolled in a school or system before school day starts and/or after a school day ends.

Specialty Center/Magnet – a school within the public education that has been designed to provide an academic or social focus on a particular theme and/or attract students of different backgrounds for the reducing or preventing racial isolation.

Remedial – a program designed to develop specific cognitive skills from a deficient level to one that is appropriate to the educational abilities and aspirations of the student.

Technical Prep – a program that offers four-year planned sequence of vocational-technical instruction beginning in the eleventh grade.

Talented/Gifted – programs that provide special educational opportunities including accelerated promotion through grades and classes and an enriched curriculum for students who are endowed with a high degree of mental ability.

Title1-Assisted – a school designated under appropriate state and Federal regulations as being eligible for participation in programs authorized by Title 1 of Public Law 103-382. Target assistance is designated where the school received funding for title 1 services to meet the needs of the educationally disadvantaged students only and the poverty percentages must be at least 35% or above the district wide average.

Title1 School – a school designated under appropriate state and Federal regulations as being eligible for participation in programs authorized by Title 1 of Public Law 103-382. A school-wide program designates the school as Title 1 because of high poverty (50% or greater) and the need to assist all students particularly, the educationally disadvantaged students in meeting high academic standards.

School and Staff Administration Data Collection

2004-2005 School Year

Vocational – a school or center organized for a program that offers a sequence of courses that are directly related to the preparation of individuals for paid or unpaid employment in current or emerging occupations requiring other than a baccalaureate or advanced diploma.

Annexes

Some schools comprise more than one site for the administration of its program. The additional site(s) is an annex. Annexes are included in the drop-down list of all institutions. The following information is displayed for annexes: the name, the Department of Education (DOE) institution number, the institution administration type, operation status, the administration institution number (the parent school), and address as they currently appear in the DOE database.

Fields to update for annexes are the administration institution number, area code, phone number and address information. Low and high grades, accreditation type, SOL test offered, year round indicator, year-round approval date, phone number and class schedule configuration information are not required for annexes. Principal and focus area information are not required for annexes.

The screenshot shows a Netscape browser window displaying the 'School and Staff Administration' web application. The header includes the title '123 - RICHMOND CITY PBLC SCHS' and the Virginia Department of Education logo. The left sidebar contains navigation links: School Division, Institution, Staff, Instructions, VDOE Sign-On, Home, and Log Out. The main content area features tabs for 'Institution', 'Institution Details', 'Principal', and 'Focus Areas'. The 'Institution' tab is selected, showing a list of institutions. 'A. V. NORRELL ANNEX' is highlighted in the list. Below the list is a 'Show Details' button. The details section displays the following information: Institution: 3111 A. V. NORRELL ANNEX, Nces Institution Num: , Accred Type: Not Applicable, Low Grade: , High Grade: , Operation Status: Open, Institution Admin Type: Public school - Annex, and Admin Institution Num.: 700.

Figure 24. Annex Details Screen

Sites that are no longer used as annexes cannot be deleted using this form. The division contact must notify Data Administration for any annex that should be deleted.

School and Staff Administration Data Collection

2004-2005 School Year

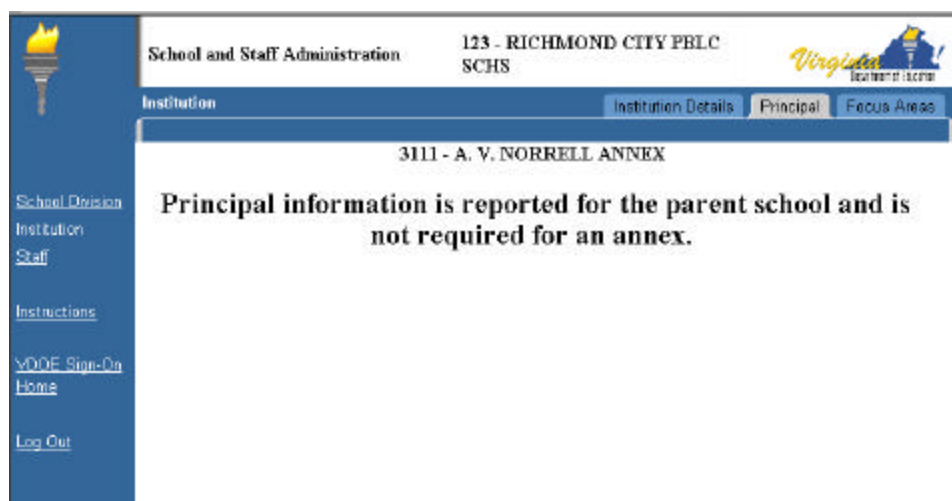


Figure 25. Annex Principal Screen

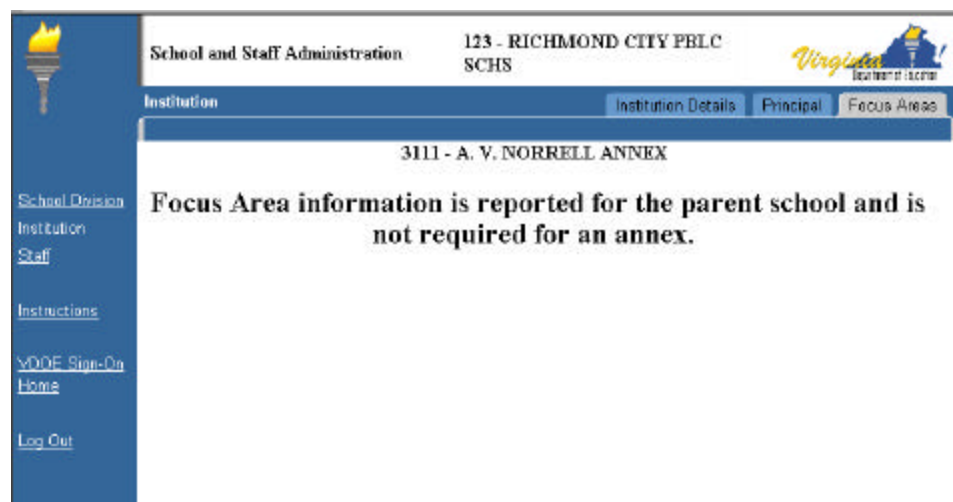


Figure 26. Annex Focus Area Screen

School and Staff Administration Data Collection

2004-2005 School Year

School Division Staff Information

Ed Agency Staff Screen

The Ed agency staff screen provides a listing of your school division staff as listed in the Department's database. Staff member information pre-populated on the screen is the staff member name, job category, area of responsibility, and phone number.

Name	Job Category	Area of Responsibility	Phone	Edit	Delete
Baker, Joyce H.	Director	Special Ed	267-2211	Edit	Delete
Belshan, Sandra S.	Dietitian	Food Services	267-2976	Edit	Delete
Edwards, Regina	School Nurse	Health Services	267-2810	Edit	Delete
Gram, Lucy	School Social Worker	Social Work Services	267-2211	Edit	Delete
Jones, Juanita G.	Coordinator	Health Services	267-2558	Edit	Delete
Meeks, Jeanne A.	Administrator	Administration	294-5229	Edit	Delete

Figure 27. Ed Agency Staff Screen

To locate a staff member by the last name, enter the last name in the last name field, click on the **Find** button. To indicate a staff member by the job category, enter the information in the job category field and click on the **Find** button. To review the entire staff listing, click on the **Show All** button. To add a new staff member, click on the **Add New Staff** button. To edit information on a staff member that is provided on the listing, click on the **Edit** button. To delete information on a staff member that is provided on the listing, click on the **Delete** button. An Ed Agency Staff screen is provided to delete the staff person with the message “Are you sure you want to delete, <staff person’s name> from the staff listing?” Check **YES** or **NO** button.

School and Staff Administration Data Collection

2004-2005 School Year

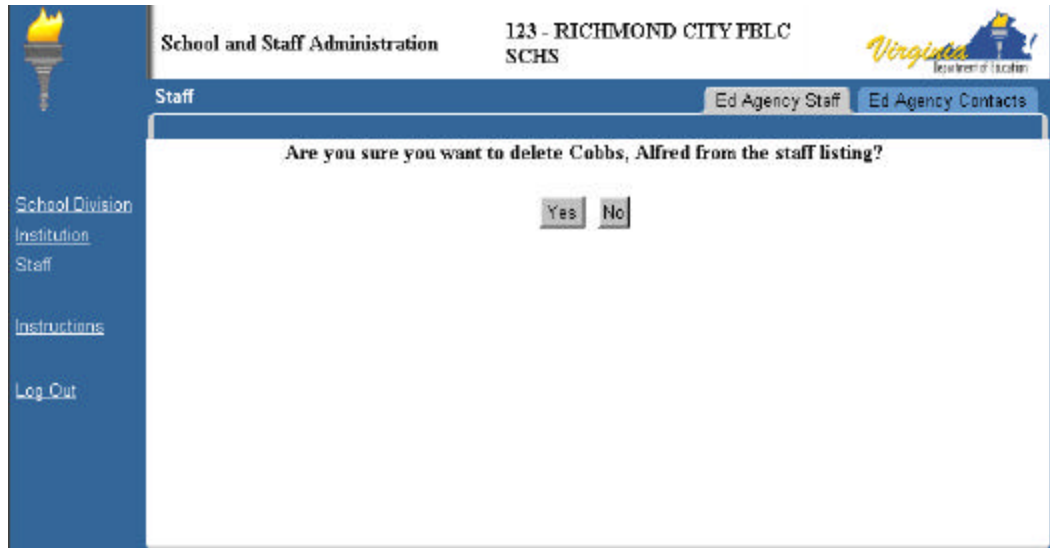


Figure 28. Ed Agency Staff Delete Screen

An Ed Agency staff screen is provided to add or update the following information for a staff member: job category, name prefix, first name, middle name, last name, name suffix, job title and area code and phone number. **YOU MUST CLICK ON THE Save BUTTON** to save any changes that have been made. Clicking on the **Reset** button will cancel any changes, provided you have not clicked the **Save** button. From the staff update screen, click on the **Return To Staff List** button to return to the staff listing.

The Job Category and the Area of Responsibility define the staff member's position. For example, if the staff member's position title is Assistant Superintendent for Instruction, the Job Category would be "Assistant Superintendent" and the Area of Responsibility would be "Instruction."

Since the staff database includes names of contacts as well as administrative staff, you need to identify whether each staff person's name should be included in the Virginia Public Education Directory by clicking on Y (yes) or N (no) to the question "Include in Educ. Directory Div. Staff Listing?"

School and Staff Administration Data Collection 2004-2005 School Year

Figure 29. Ed Agency Staff Update Screen

School Division Contact Information

Ed Agency Contact Screen

The Ed agency contact screen provides a listing of staff in your school division who have been designated as contacts for the Department's applications and or programs. Contact staff information pre-printed on the screen is the application or program name, contact name, job category and area of responsibility. To reassign a contact, click on the **Reassign** button. If a person listed is no longer the contact, click on the **Unassigned** button for the application or program.

Application/Program	Name	Job Category	Area of Responsibility	Reassign	Unassigned
Annual School Report: Statistical	Wilkins, Marion H.	Associate Superintendent	Assoc. Superintendent for Instruction	Reassign	Unassigned
Dropouts	Wilkins, Marion H.	Associate Superintendent	Assoc. Superintendent for Instruction	Reassign	Unassigned
Fall Membership	Wilkins, Marion H.	Associate Superintendent	Assoc. Superintendent for Instruction	Reassign	Unassigned
	Wilkins,	Associate	Assoc.		

Figure 30. Ed Agency Contact Update Screen (Top)

School and Staff Administration Data Collection

2004-2005 School Year

A separate listing is provided at the bottom of the screen for applications and programs in the Department that do not have a contact person in the Department database. Click on the **Assign** button.

School and Staff Administration 090 - SURRY CO PBLC SCHS

Staff Ed Agency Staff Ed Agency Contacts

Applications/Programs that Require Contacts to be Designated

Application/Program	Assign
Accreditation	Assign
Annual School Report: Financial	Assign
Secondary Student Enrollment Report	Assign
Student Discipline	Assign
Public Information	Assign
Student Enrollment Demographic Form	Assign
Special Ed Exit	Assign
Special Ed Membership	Assign

Figure 31. Ed Agency Contact Update Screen (Bottom)

A screen is provided that lists the school division staff. To locate a staff member by the last name, enter the last name in the last name field, click on the **Find** button or to indicate a staff member by the job category, enter the information in the job category field and click on the **Find** button. To review the entire staff listing, click on the **Show All** button. Click on the **Select** button to select the staff member for the application or program contact.

School and Staff Administration 123 - RICHMOND CITY PBLC SCHS

Staff Ed Agency Staff Ed Agency Contacts

Last Name Find Show All [Return to Application/Program Contact List](#)

Job Category

To add staff not listed click on Ed Agency Staff tab and then click on Add New Staff Button.

Name	Job Category	Area of Responsibility	Phone	Select
Cobbs, Alfred	Manager	Purchasing	780-6168	Select
Hogge, Susan	Manager	Budget	780-7891	Select
Randolph, Sandra	Specialist	Finance-Payroll	780-7141	Select
Airden, Jane R.	Occupational Therapist	Speech and Hearing	780-4517	Select

Figure 32. Add/Reassign Staff Screen

To add a staff that is not listed, click on the Ed agency staff tab and then click on the **Add New Staff** button.

School and Staff Administration Data Collection

2004-2005 School Year

Staff that are designated as contact persons for the applications and programs must now have a fax number, e-mail address and address information. Update blank fields for fax number and e-mail address information. Click on the **Save** button. The update screen for the contact person will provide the address information for the school division. If the address for the contact person is different than the school division address, Click in the check box next to the message, **Staff Address is the same as Central Office?** This will remove the check and information in the address fields can be updated. Click on the **Save** button.

Figure 33. Ed Agency Contact Staff Update Screen

Verification Report

Upon completion of all updates on the web form, click on the **Verification Report** menu option (found on the left side of the screen) to access the verification report. After updating and reviewing the School and Staff Administration data, print the verification report (see Figure 34) for the superintendent's or authorized designee's signature. To print the verification report, click on the printer icon on the PDF menu options.

School and Staff Administration Data Collection

2004-2005 School Year

13-JUN-03

**Virginia Department of Education
Office of Information Technology**

**School and Staff Administration Data Collection
2002 - 2003 School Year
Verification Report**

PURPOSE:
This is to verify that the following information has been updated for the 2003-2004 school year using the Department of Education's Web-based form: school division address and phone number, division superintendent, school calendar, school address, phone number, administration type, operation status, low and high grades, SOL test offered, year-round schools, class schedule type, school principal and school focus areas (program categories), paired school, annex and school division staff and contacts.

ACTION:
After updating and reviewing the data, please have the division superintendent, or authorized designee, check that all information has been updated, sign this verification form, and return the form to Data Administration via fax at (804) 371-8978 on or before August 15, 2003.

Thank you

Please check that the following information has been updated for the 2003-2004 school year.

☐ Status of all schools, centers, or programs. **NOTE: No further updates for 2003-2004 to open, close, or change the status of schools and centers/programs will be accepted after August 15, 2003.**

☐ School division address, and phone information

☐ School year calendar information

☐ Division superintendent

☐ Paired schools

☐ Institution (school) address, phone, grade, administrative type, SOL test offered, year-round, class schedule

☐ School principal

☐ Focus areas (program categories). **NOTE: No further updates for 2003-2004 Title I schools will be accepted after August 15, 2003.**

☐ Annex information

☐ School division staff information

☐ School division contact information

I verify that this is an accurate listing of all schools and centers/programs. The School and Staff Administration data as listed in the Virginia Educational Directory on the Department of Education's Web site are accurate to the best of my knowledge.

Colonial Beach Public Schools

Division Name:

8.5 x 11 in

13-JUN-03

**Virginia Department of Education
Office of Information Technology**

2002 - 2003 School and Staff Administration Update

Division Name : Colonial Beach Public Schools
Division Superintendent/Administrator : Dr. Alice Howard

Schools

ELEMENTARY		
School Number: 0022	School Name: COLONIAL BEACH ELEM.	
Low Grade: KG	High Grade: 07	
SOL Test Offered: Y	Year Round: N	Class Schedule:

3 of 4

13-JUN-03

**Virginia Department of Education
Office of Information Technology**

2002 - 2003 School and Staff Administration Update

Division Name : Colonial Beach Public Schools
Division Superintendent/Administrator : Dr. Alice Howard

Schools (Continued)

HIGH		
School Number: 0021	School Name: COLONIAL BEACH HIGH	
Low Grade: 08	High Grade: 12	
SOL Test Offered: Y	Year Round: N	Class Schedule:

3 of 4

13-JUN-03

**Virginia Department of Education
Office of Information Technology**

2002 - 2003 School and Staff Administration Update

Division Name : Colonial Beach Public Schools
Division Superintendent/Administrator : Dr. Alice Howard

Division Title I School-Wide Schools 0022 - COLONIAL BEACH ELEM.	
Division Title I Target-Assisted Schools 0012 - COLONIAL BEACH COMB. 0022 - COLONIAL BEACH ELEM.	
Division Paired Schools	
Schools That Do not Offer SOL Tests	Paired Schools That Offers SOL Tests
*** No paired school for this division ***	

4 of 4

Figure 34. Verification Report